



DATA ENTRY SPECIALIST

General Description

The Data Entry Specialist is responsible for processing contributions, updating the Tessitura database, and providing timely and accurate reporting to all members of the Foundation team.

Essential Duties and Responsibilities

- Process incoming mail daily, including preparing checks for deposit, running credit cards, making copies of donation materials, and routing other mail as appropriate
- Enter donations into the Tessitura database, including gifts received through the mail, phone, web, direct deposit, on-site visits and collection boxes, and special events
- Maintain the Tessitura database by updating donor contact and membership information
- Reconcile daily and monthly receipts with the Director of Finance & Administration
- Reconcile receipts with the Zoo Finance office to ensure all gifts received through the Zoo are accounted for in their monthly transfer of funds
- Produce regular reporting and well as ad hoc reports from Tessitura as requested by Foundation team members
- Assist the Special Events Coordinator on processing of event registrations and related donations, including the management of Beastly Bash registration data in Tessitura, Auction Tracker, and BidPal
- Additional responsibilities may be assigned based on the changing needs of the organization and the successful candidate's interests, aptitude, and experience

Work Experience and Qualification Requirements

- Demonstrated proficiency with donor databases, Tessitura software preferred
- Keen attention to detail, including excellent proofreading skills

- Problem solving and decision-making capability
- Ability to interact appropriately with donors and the general public via email, over the phone, and in person
- Flexibility to work evening and weekend events when needed
- Demonstrated ability to clearly represent and present the mission and vision of the Minnesota Zoo
- Collaborative style and the ability to work with a diverse group of individuals both inside the organization and out in the community
- Strong organizational skills, including the ability to prioritize and manage multiple deadlines
- Excellent written and oral communication skills
- Ability to work independently and proactively while keeping supervisor apprised of issues, opportunities and progress
- High degree of integrity, ethical decision making, and commitment to maintaining confidentiality
- Proficiency in Microsoft Office
- Experience working in a nonprofit organization preferred

Education Requirements

- Associate's degree with at least one year of data entry experience
- Bachelor's degree preferred

Reports to: Director of Finance and Administration

Supervises: n/a

Type of Position: Part-time temporary, non-exempt

*This is a temporary 6-9 month position with the potential to become permanent.

Send cover letter and resume to Linda Carlson, Executive Assistant at linda.d.carlson@mnzoo.org. Please include position title in the subject line of the email. Position open until filled, preference given to those who apply by August 31st, 2018.